



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20561

RQ-2

December 9, 2003

Francis J. Barletta, Treasurer
Lou Barletta for Congress
1529 Terrace Boulevard
Hazleton, PA 18201

Response Due Date:
January 8, 2004

Identification Number: C00376004

Reference: Amended April Quarterly Report (1/1/03-3/31/03), received 7/12/03

Dear Mr. Barletta:

This letter is prompted by the Commission's further review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-A notation in a letter dated 2/2/03 indicates that the \$6,000 draw on 1/14/03 from Mr. Barletta is a line of credit. The following paragraph outlines the correct method for reporting a line of credit.

After the initial terms of the credit line are disclosed (guarantors or endorsers, if any, bank, interest rate) the credit line should be reported on Schedules A and C as it is used. Each time the credit line is activated, the amount drawn should be reported on Line 13(a) of the Detailed Summary Page and for all lines of credit obtained by the candidate (including those guaranteed or endorsed by the candidate), and/or Line 13(b) of the Detailed Summary Page for lines of credit obtained by the committee. A new Schedule C should be provided disclosing the date incurred, date due, interest rate, original amount of the loan, cumulative payment, outstanding balance, and any guarantor or endorser of the line of credit. Payments made on the credit line should be reported on Line 19(b) of the Detailed Summary Page, and itemized on a supporting Schedule B as a loan payment.